



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON D C 20460

JUN 03 2019

OFFICE OF  
COUNSELOR TO THE AGENT

Ms. Emma Best  
MuckRock News  
411A Highland Avenue  
Somerville, MA 02144

RE: Request Number EPA-HQ-2019-006170

Dear Ms. Best:

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA) Freedom of Information Office in which you are seeking: “[C]opies of emails sent to or from either the director's office (or equivalent) as well as their chief of staff (or equivalent) and executive director (or equivalent) containing any of the following 50 (non-case sensitive) words between 1 January 2018 and the present.”

Your request does not reasonably describe the records you are seeking in a way that will permit EPA employees to identify and locate them. The EPA’s FOIA regulations explain:

“Whenever possible, your request should include specific information about each record sought, such as the title or name, author, recipient, and subject matter. If known, you should include any file designations or descriptions for the records that you want. The more specific you are about the records or type of records that you want, the more likely EPA will be able to identify and locate records responsive to your request.” 40 C.F.R. § 2.102(c).

We would like to provide you the opportunity to clarify the records that you are seeking so that EPA can process your request. As indicated in 40 C.F.R. § 2.102(c), please include any specific information about the records you seek, including definition of director’s office, program, region, or names of people to search. Additionally, the FOIA does not require federal agencies to respond to questions so please consider that as you are modifying your request.

Since you have not provided a telephone number we are unable to connect with you directly. Please contact Wendy Schumacher via email at schumacher.wendy@epa.gov or (202) 566-2513 with your clarification or I can be reached at (202) 566-1667 if you have any questions concerning this letter. If we do not hear back from you by June 24, 2019, we will administratively close your request.

Cordially,

A handwritten signature in blue ink, appearing to read "Larry F. Gottesman".

Larry F. Gottesman  
Agency FOIA Officer